

HOME BASICS (TWEEDDALE) COMPANY LIMITED

JOB DESCRIPTION



Job Title: Reuse & Community Workshop Lead
Responsible to: Business Manager
Type of Contract: Fixed-term until end February 2027
(Self-employed consultancy agreement considered)
Salary: £21,534 (FTE: £26,918)
Hours of Work: up to 28 Hours per week (Days to be agreed)
Location: Based at Walkerburn office with regular travel to Hawick premises and within Scottish Borders, as required

This job advert will close on 2nd August 2026, interviews from w/b 3rd August.

Role:

Help Shape the Future of Reuse in the Scottish Borders.

Thanks to funding from Scottish Ministers through the Local Action Group, under the national Community Led Local Development (CLLD) Fund, Home Basics is looking to recruit an enthusiastic and proactive Reuse & Community Workshop Lead. This is an exciting opportunity to lead the development and delivery of a new pilot programme of practical repair, reuse and upcycling workshops in the Scottish Borders. Working alongside volunteers, community groups and partner organisations, you'll inspire people to learn new skills, build confidence, reduce waste and help create stronger, more sustainable communities.

About Us:

Home Basics is an independent charity and social enterprise supporting people across the Scottish Borders which has been “furnishing people’s futures” for almost 25 years by providing affordable furniture and household goods, with extra discounts on products and delivery for people referred or on means-tested benefits; to support individuals and families establish and sustain a home with dignity. The organisation exists to support local people to create safe, comfortable homes while promoting reuse, reducing landfill and having a positive impact on people, the environment and the wider community.

About the project:

The Scottish Borders Reuse and Community Skills Programme aims to expand on Home Basics’ existing work and community engagement through practical skills support, reuse information and education and volunteer development across the Scottish Borders. The pilot project responds to growing demand from beneficiaries, volunteers and partner organisations for opportunities to learn repair, reuse and upcycling skills that build confidence, improve employability and reduce waste at a time impacted by a cost-of-living crisis and environmental pressures.

Working alongside volunteers, partner organisations and local communities, the project will:

- Deliver practical repair, reuse and upcycling workshops
- Develop structured volunteer learning pathways
- Improve access to practical skills
- Promote environmental sustainability
- Strengthen partnerships across the Scottish Borders
- Increase awareness of reuse and the circular economy
- Support people experiencing poverty through practical education and engagement



Job description:

This is an exciting opportunity to lead a brand-new pilot programme of practical reuse workshops and community activities in the Scottish Borders. As Reuse & Community Workshop Lead, you will develop, coordinate and deliver an engaging programme of repair, reuse and upcycling workshops that help people learn practical skills, build confidence and connect with others, while promoting more sustainable ways of living.

Reporting to the Business Manager and working closely with Home Basics staff, volunteers and partner organisations, you will identify opportunities to engage communities, shape workshop content and deliver a varied Workshop programme. While you will lead workshops yourself, you will also work with skilled volunteers, local makers, community groups and specialists to deliver the range of sessions available.

This is a varied, hands-on role combining workshop delivery, community engagement, volunteer development and partnership working. As this is a pilot programme, you will also gather feedback, monitor outcomes and help shape the future development of community workshops at Home Basics. No two days will be the same!

Key Responsibilities

The successful candidate will:

- Plan and deliver engaging repair, reuse, upcycling and practical skills workshops.
- Work with volunteers, local makers and partners to develop workshops and learning opportunities.
- Ensure safe delivery through risk assessments and compliance with Home Basics' Health & Safety policies and procedures.
- Promote workshops and build relationships with Home Basics' and local networks to increase participation, particularly those experiencing financial hardship.
- Identify opportunities for outreach workshops and collaborative community projects.
- Represent Home Basics and promote repair, reuse and sustainability.
- Recruit, support and develop volunteers to deliver engaging workshops and build skills.
- Maintain project records, monitor outcomes and produce reports for funders.
- Collect participant and partnership feedback and case studies.
- Support project evaluation and future development.
- Support Home Basics increase community engagement and participation, strengthen volunteering and promote circular economy principles.
- Comply with organisational policies and procedures, including Health & Safety, Safeguarding, Equality & Data Protection.
- Uphold the values and principles of Home Basics at all times.
- Undertake any other reasonable duties.
- The role will require occasional weekend work (Saturdays).

Person Specification

Criteria Essential	Essential	Desirable
Qualifications	• Good standard of education (HNC or equivalent) • Evidence of CPD • Full UK driving licence	• Relevant qualification in Community Development, Education or similar

Experience	• Community project delivery • Workshop facilitation/delivery • Volunteer support • Partnership working & Community engagement • Project monitoring & reporting • Risk assessments • Working independently • Budget management	• Charity, reuse, repair or circular economy experience • Designing workshops and learning • Community outreach activity delivery
Skills	• Workshop development and leadership • Practical repair, DIY or upcycling skills • Excellent communication and interpersonal skills • Project and budget management • Strong organisational skills • Ability to engage and motivate others • Relationship building • IT Skills and Report writing • Ability to manage time and prioritise workload	• First Aid qualification • Social Media/Promotion Experience • Project monitoring and evaluation • Presenting/ Public speaking
Personal Qualities	• Positive, enthusiastic and creative • Proactive, flexible and self-motivated • Friendly, approachable, inclusive and non-judgemental • Committed to environmental sustainability and supporting communities • Supportive of Home Basics' aims, principles and values	
Knowledge	• Community engagement & partnership working • Health & safety responsibilities • Risk assessments	• Welfare benefits system • Local community networks

What We Offer

In return we offer:

- The opportunity to shape a brand-new project.
- Supportive and friendly team.
- Ongoing learning and development.

- Meaningful work that changes lives.
- The opportunity to help tackle poverty and climate change together.



We are open to appointing either on a fixed term employed basis or a suitably qualified self-employed contractor, depending on experience, availability and the nature of the working arrangement.

Equal Opportunities

Home Basics is committed to equality, diversity and inclusion and welcomes applications from all sections of the community. Appointments will be made solely on merit.

How to apply

Please submit a full, up-to-date **CV with a covering letter** detailing how you meet the requirements outlined in this job description and person specification to manager@homebasics.org.uk

Closing date: Sunday 2nd August 2026

Interviews: From w/b 3rd August 2026